



## CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Request received from Council Member Davenport for an account number for use of the City of Lodi photocopier

**MEETING DATE:** February 17, 1993

**PREPARED BY:** City Clerk

**RECOMMENDED ACTION:**

**AGENDA ITEM**

**RECOMMENDATION**

L-4

Council direction regarding request for an account number for use on the City of Lodi photocopier.

**BACKGROUND INFORMATION:**

Recently, the City Clerk's office received a request from Council Member Davenport for an account number, whether it be an existing or a newly created account number, for use on the City of Lodi photocopier. Presently, the usual procedure has been for the Department from which the documents were requested to do the copy work.

The photocopier works from a code number punched into the machine and each Department has its own designated code. This system tracks the amount of copy work, and is then charged to the appropriate department. Our options would be (1) to designate an existing code number for Council Members' use, (2) to create a new code strictly for Council Members' use, or (3) to leave the procedure as it is and have the appropriate staff members make the requested copies.

**FUNDING:** None required.

*Jennifer M. Perrin*  
Jennifer M. Perrin  
City Clerk

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APPROVED. \_\_\_\_\_

THOMAS A. PETERSON  
City Manager



recycled paper

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